

SOLICITATION NUMBER: SOL-388-16-000016 (Amended)

ISSUANCE DATE: April 21, 2016

CLOSING DATE: May 12, 2016, at 4:30pm, local time in Dhaka Bangladesh

POSITION TITLE: Controller, Office of Financial Management

MARKET VALUE: GS-15 Equivalent (\$102,646 - \$133,444 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated**

PLACE OF PERFORMANCE: Dhaka, Bangladesh

PERIOD OF PERFORMANCE: Six to Twelve months from the date of appointment

AREA OF CONSIDERATION: U.S. Citizens/Third Country Nationals

SECURITY ACCESS LEVEL: Employment Authorization

DIRECT SUPERVISOR: Deputy Mission Director

BACKGROUND:

USAID/Bangladesh is soliciting expressions of interest from qualified U.S/TCN Personal Services Contractors (US/TCN PSC) to serve as the Mission Controller for six to twelve months starting on or about July 1, 2016. The USPSC Controller will lead the Office of Financial Management (OFM) in Bangladesh and serve as the focal point for all financial management functions including budgeting, accounting, financial analysis, payments, audits, and financial advisory services to Mission management and staff.

BASIC FUNCTION OF THE POSITION:

The Contractor shall report to the USAID/Bangladesh Deputy Mission Director, and shall lead and coordinate the financial management functions of the Mission. Assignment of work in Bangladesh is communicated only in terms of general objectives. The Contractor shall plan and organize the work in the Controller's office and review such work for the achievement of the overall objective. S/he shall supervise and evaluate the performance of employees in the Controller's office in conformance with policy, regulations and procedures.

MAJOR DUTIES AND RESPONSIBILITIES

Specific duties include, but are not limited to the following:

- 1) Serve as principal manager for all financial management systems, practices and procedures. Responsible for planning, directing, and administering a comprehensive accounting, reporting and budgeting systems designed to provide senior Mission management with timely financial information for making operating decisions.
- 2) Guide financial management of all appropriated and non-appropriated funds available to USAID/Bangladesh, including implementation of internal accounting controls to safeguard those funds and other USAID assets. Oversee operations to ensure effective use and accountability of all USAID-financed assistance.

- 3) Oversee the formulation and preparation of the annual operating expense budget; analyze proposed forward funding and existing obligation pipelines. For current year budgets and allowed funds, assure effective management and funds controls are applied over operating expense and program funds.
- 4) Coordinate implementation of the Financial Manager's Financial Integrity Act (FMFIA) internal control review process. Identify the appropriate accountability units and operating environment within the Mission. Lead the Mission in the assessment of risks and development of control techniques, and ensure compliance with reporting requirements.
- 5) Serve as the liaison with the Office of the Inspector General (OIG). Serve as the focal point for audit activities including identifying requirements and developing audit plans, reviewing all audit and inspection reports from the OIG, and reviewing actions to be taken in response to the findings and recommendations. Manage the financial audit program for host country recipient organizations.
- 6) Be responsible for conducting pre-award assessments of proposed award recipients and financial reviews of awardees. Provide leadership to enhance the financial management capacity of local partner organizations.
- 7) Be responsible for staff development and training for OFM staff.
- 8) Serve as one of the Mission's authorized certifying officers. Resolve method of payment, cash management, cost reasonableness and disbursement issues for projects.
- 9) Provide Mission staff with assistance and advice relative to USAID financial management regulations and procedures. Contribute to Mission-wide policy and strategy formulation, staff development and resource management decisions.
- 10) Participate in the analysis of the International Cooperative Administrative Support Services (ICASS) budget and serve as a USAID member in the ICASS Budget Committee; coordinate with mission management on ICASS matters, including ICASS invoice review.
- 11) As needed and working with mission technical staff, design and participate in USAID public financial management (PFM) projects and PFM aspects of other programs. Advise technical office staff on ways to incorporate elements of PFM-strengthening activities into program and project design. As needed, suggest additions and/or modifications to risk mitigation plans under agreements with local entities and Government of Bangladesh entities.
- 12) Provide input to project design and procurement processes. Participate in review of project designs, agreements, and procurements for financial soundness and reasonableness. Advise mission staff on financial implications of provisions in existing or contemplated agreements. Meet with technical offices as necessary to resolve issues. Review implementation of activities and agreements from a financial management point of view, and advise mission management on financial status of programs and activities.

II. OTHER ITEMS

A. SUPERVISION

The Controller will report to the USAID/Bangladesh Deputy Mission Director.

B. SUPERVISION RESPONSIBILITIES

The Controller will supervise 12 FSN PSCs.

C. PERIOD OF PERFORMANCE

The Personal Services Contract (PSC) will be for six to twelve months starting on or about July 1, 2016. Extension(s) will be contingent on satisfactory performance, continued need for services, and subject to the availability of funds.

D. SECURITY CLEARANCE

The selected applicant must be able to obtain and maintain an employment authorization security clearance and appropriate medical clearances.

III. QUALIFICATIONS AND SELECTION CRITERIA

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Additionally, interviews and writing samples may be requested only from the top scoring candidates. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Applicants are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Criteria listed below.

IV. EVALUATION CRITERIA:

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. Applicants are required to provide a cover letter addressing how they meet the requirements of each criterion below and submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following selection criteria (listed in descending order of importance):

Experience: Ten years of progressively responsible work in a USAID Controller Office. Working knowledge of Phoenix, E2, GLAAS and other USAID systems is required.

Skills and Abilities: A high level of analytical skill and sound judgment is required. Must have the ability to perform in a team and to maintain cordial and professional relationships with USAID staff, Host Government, NGO and Contractor personnel. Excellent English communication skills, both orally and in writing, are essential. Must have strong supervisory and management skills to effectively supervise OFM staff and direct the various elements of a complex financial management operation. Must have excellent interpersonal and training skills, and a genuine interest in developing the abilities of OFM staff.

Knowledge: Thorough knowledge and understanding of professional accounting principles, theories, practices and terminology, as well as the principles and accepted procedures of U.S. Governmental and business financial accounting, budgeting and reporting is required. A thorough knowledge of laws, regulations and procedures associated with USAID financial management is also required. Strong understanding of USAID project planning and implementation procedures and of USAID organization and operations is highly desirable. The position requires a high level of independent judgment with regard to USAID's financial management policies and regulations.

Education: Bachelor's degree or equivalent level in accounting, finance or business administration; CPA certification is desirable.

Language: Excellent English writing and speaking ability is required. The candidate should have a demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner.

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants.

V. OTHER POSITION REQUIREMENTS

The selected applicant must be able to obtain an employment authorization security clearance and appropriate medical clearances.

(The below points determine basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a US/Third Country National;
- Completed and signed Federal Form AID-302-3 is submitted;
- Supplemental documents, especially a resume and/or additional information addressing the Evaluation criteria, is submitted;
- Medical Clearance; and
- Ability to obtain a security clearance or employment authorization clearance, as provided by USAID.

Definition: Third country national (TCN) means an individual who is neither a cooperating country (Bangladesh) national nor a U.S. national, but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources.

VI. INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit fully completed and hand-signed copy of an Optional Application for Federal Employment Form (Form AID-302-3), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria:

1. **Personal Information:** Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
2. **Education:** High school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
3. **Work Experience:** Provide the following information for your paid and non- paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
4. **Other Qualifications:** Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, tools, typing speed, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
5. **Reference:** Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or

relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

6. Date of availability to begin assignment in Dhaka, Bangladesh.

Forms are available at the USAID website, <http://www.usaid.gov/forms/>. Applicants should note that the salary history for the purposes of the Form AID-302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

NOTE: Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation in order for you to be considered for this position. Please note all applications must be signed – **unsigned applications shall NOT be considered**. Please reference the solicitation number on your application, and as the subject line in any cover letter.

Interested candidates should send above electronically to Dhaka-jobs@usaid.gov, to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Address: Supervisory Executive Officer
Executive Office
USAID/Bangladesh
C/O American Embassy
Madani Avenue, Baridhara,
Dhaka,, Bangladesh

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

VII. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

As a matter of policy, and as appropriate, a PSC recruited off-shore is normally authorized the following benefits and allowances:

BENEFITS

- Employer's FICA and Medicare Contribution*
- Contribution toward Health & Life Insurance
- Pay Comparability and Adjustment
- Annual Salary Increase
- Eligibility for Worker's Compensation (USPSC only)
- Annual & Sick Leave
- Shipment and storage of household effects
- Shipment of POV (Private Own Vehicle)
- Access to Embassy medical facilities, and pouch mail service
- Defense-based Accreditation and Medevac insurance

**Note: If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.*

ALLOWANCES: TCNs will be paid allowances in accordance with the Bangladesh Mission Order. Details are available on request. USPSCS will be eligible for allowances listed in the Standardized Regulations Government Civilian Foreign Areas Sections cited below – if applicable.

1. Temporary Lodging Allowance (Section 120)
2. Living quarters allowance (Section 130)
3. Post Allowance (Section 220)
4. Supplemental Post Allowance (Section 230)
5. Separate Maintenance Allowance (Section 260)
6. Education allowance (Section 270)
7. Educational Travel (Section 280)
8. Post differential (Chapter 500)
9. Payments during Evacuation/authorized Departure (Section 600)
10. Danger Pay (Section 650)
11. Consumables Allowance

VIII. LIST OF REQUIRED FORMS FOR PSC:

Forms outlined below can found at: <http://www.usaid.gov/forms>

1. Federal employment form (Form AID-302-3).*
2. Contractor Physical Examination (AID Form 1420-62).*
3. Questionnaire for Sensitive Positions (for National
4. Security) (SF-86), or *
5. Questionnaire for Non-Sensitive Positions (SF-85). *
6. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed **only** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.